L.A. as Subject Executive Committee Meeting  
Wednesday, July 18, 2018, 8:30am

In attendance:

Kelsey Knox  
Jessica Gambling  
Mallory Furnier  
Sue Luftschein  
Phyllis Hansen  
Liza Posas  
Jessica Hough  
Angel Diaz  
Alexis Adkins

Agenda

1. EC Responsibilities and Welcome Packet (All)
2. Anniversary Planning Ad Hoc Committee (Mallory)
3. General Membership Meeting Attendance (Phyllis)
4. Touch Base on Developing Projects:
   a. Archives Bazaar (Sue, Liza)
   b. History Keepers Workshop Series (Jessica Hough)
   c. Status of Grants (Liza)
5. Standing Items:
   a. New Members Review (Liza)
   b. Agenda for next General Membership Meeting (Mallory)
1. **EC Responsibilities and Welcome Packet**

   The committee came to a consensus on the makeup of the new Executive Committee:
   
   - **Chairperson:** Mallory Furnier
   - **Secretary:** Alexis Adkins
   - **Programming and Education Lead:** Mallory Furnier and Sue Luftschein (joint)
   - **Exhibits Lead:** Jessica Hough
   - **Archives Bazaar Committee Lead:** Sue Luftschein
   - **Publicity & Outreach Lead:** Jessica Gambling
   - **Membership & Nominating Lead:** Phyllis Hansen
   - **LA as Subject Coordinator:** Liza Posas

   Mallory distributed copies of the LAAS Executive Committee Welcome Packet. It will serve as a prototype for future information packets on LAAS activities (awards, calendars, etc.)

2. **Anniversary Planning Ad Hoc Committee (Mallory)**

   LAAS will celebrate its 25th anniversary in 2020. All agreed to form an ad hoc committee to plan a celebration and events. Mallory will email the membership to ask for volunteers.

3. **General Membership Meeting Attendance (Phyllis)**

   Discussed ideas for boosting attendance. It has dropped from 25-30 people to 10-12 people in recent months. Suggestions include:
   
   - More interactive events at meetings
   - Promotion of the value of onsite meetings vs. listserv only
- Include 15 minute educational talks
- Hold meetings at different times
- Identify members with great tour locations and encourage them to host
- Have publicity lead in charge of meeting announcement
- Send out a follow-up “look what you missed” email.

4. Touch Base on Developing Projects:

a. Archives Bazaar (Sue, Liza)

   Schedule will be set by 8/14.

b. History Keepers Workshop Series (Jessica Hough)

   Jessica is arranging a workshop at the Broad museum on securing items for transport.

c. Status of Grants (Liza)

   **IMLS**: Waiting to hear back about funding for the Resident Archivist program

   **State Library Pitch An Idea Grant**: Awarded 12 month grant to create a digital platform for members to post digitized materials. An outside vendor has been selected and a project archivist/coordinator will be hired through USC.

   **Community Stories NEH grant**: Sue - hiring metadata librarian at USC. Choosing 6-7 LAAS members to participate. Liza will forward press release

5. Standing Items:

   New Members Review: Liza will send out

   Agenda for next General Membership Meeting

   Archives Bazaar update
   Grant update
Jessica will contact Chris Espinosa about presenting